



City of Round Rock Unclaimed Property General Claim Form

The City of Round Rock holds property valued at \$100 or less that is presumed abandoned or unclaimed subject to Chapter 76 of the Texas Property Code. If you have unclaimed property, please submit this form and documentation supporting your claim. All information will remain confidential.

Claimant Information *(must be 18 or older)*

Name: _____
First Middle Last

Address: _____

Apt. #: _____ City: _____ State: _____ Zip: _____

Daytime phone number: _____ Other phone: _____

Social Security Number or TPIN: _____

Previous address: _____

Required documentation

The following documents must be provided along with this claim form for the claim to be processed.

- A) Proof of Claimant's Social Security Number
- B) Copy of Claimant's Driver's License or any official form used for identification
- C) Proof of previous address (Copy of utility bill, canceled check, etc.)

If the property is **not in your name**, please indicate your status on page 2 and provide the additional documentation listed.

Claimant Signature

The named Claimant hereby certifies that this claim for property presumed abandoned is valid and just, that all statements herein are true and correct, and that upon payment of this claim said Claimant will indemnify and hold harmless the City of Round Rock, and its officers and employees for any damages, claims or losses of any kind resulting from the payment of the above described property to the Claimant.

Claimant: _____ Date: _____

Co-Owner: _____ Date: _____

Mail to:

**City of Round Rock
Finance Department
Unclaimed Property
221 East Main Street
Round Rock, TX 78664**

Claims on behalf of someone else

If the property is not in your name, check the appropriate box below, attach documents requested and enter the applicable federal identification number.

- ☐ **Heir** to the owner, send a copy of probated will **or** court order **or** affidavit of heirship listing heirs and current addresses **and** a copy of the death certificate of the owner. Deceased owner information needed below.
- ☐ **Trustee or guardian** to the owner, send copies of current documents establishing guardianship of trust.
- ☐ **Executor or administrator** for owner's estate, send copy of the death certificate **and** Letters of Administration or Testamentary dated within 90 days of filing claim. Deceased owner information needed below.
- ☐ **Officer of the organization**, send current documents establishing your authority to act for the organization.
- ☐ **Parent** of the owner who is under age 18, attach a copy of the minor's birth certificate and proof of SSN

Federal Numbers:

Deceased SSN: _____

Estate Trust Company TPID: _____